



HOME OCCUPATION PERMITS

Liberty Lake Planning & Community Development
22710 E. Country Vista Blvd., Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

A home occupation permit involves a one time review and fee that is good for as long as the business remains at the same location and the type of business or other factors do not change. Home Occupation permits allow the City to review home based businesses to make certain that they are meeting zoning requirements, etc. and most importantly to ensure that residential character and property values are maintained in our neighborhoods. Home based businesses are encouraged in the City and specifically home professions are permitted as an accessory use in all residential zones. The City of Liberty Lake adopted the Spokane County Zoning Code by reference as our interim zoning code. The following section(s) from the zoning code define the two types of home occupations:

Home Profession:

A profession or craft, excluding an adult retail use establishment adult bookstore or adult entertainment establishment, carried on within a residence by the occupants, which activity is clearly incidental to the use of said residence as a dwelling and does not change the residential character of the dwelling or neighborhood, and is conducted in such a manner as to not give any outward appearance of a business in the ordinary meaning of the term. An activity which does not comply with the following criteria shall not be deemed a home profession. (Res. No. 99 0762, dated September 7, 1999)

1. There shall be no exterior alterations to the dwelling which changes the residential appearance or character thereof.
2. The use, including all storage space, shall not occupy more than forty-nine (49) percent of the residence's livable floor area. No home profession shall occupy a detached accessory building. All storage shall be enclosed within the residence.
3. Only members of the family who reside on the premises shall be engaged in the home profession.
4. One (1) sign identifying a home profession shall be limited in size to a maximum of four (4) square feet, be unlighted, and be placed flat against the residence.
5. There shall be no window display nor shall sample commodities be displayed outside the building, except that horticultural and floricultural products grown on the premises may be so displayed.
6. There shall be no stock stored nor commodity kept for sale on the premises which is not necessary to the profession or craft.
7. All material or mechanical equipment shall be used in a manner as to be in compliance with WAC 173-60 regarding noise.
8. Traffic generated which exceeds the following standards shall be prima facie evidence that the activity is a primary business and not a home profession.
 - a. The parking of more than two (2) customer vehicles at any one (1) time.
 - b. The use of loading docks or other mechanical loading devices.
 - c. Deliveries of materials or products at such intervals so as to create a nuisance to the neighborhood.
 - d. The hours of operation for a home profession shall be limited from seven (7) a.m. to ten (10) p.m. The applicant shall specify on the home profession permit the hours of operation.

Home Industry:

An occupation, profession, or craft, excluding an adult retail use establishment, adult bookstore, or adult entertainment establishment, in association with a primary residence, which is of such intensity or broad scope of operation that public hearing review, as a Conditional Use Permit, is necessary. Therefore, by character and definition, a home industry is different than a home profession or general commercial, industrial and business uses. (Res. No. 99 0762, dated September 7, 1999) Within the City of Liberty Lake, home industries are permitted in the UR 3.5 zone only and a conditional use permit must also be obtained.

APPLICATION INSTRUCTIONS

Complete and return the attached Home Occupation Permit Application to:

Liberty Lake City Hall
Planning & Community Development Department
22710 E. Country Vista Blvd.
Liberty Lake WA 99019

The completed application may also be submitted by Fax to (509) 755-6713 or by Email at atainio@libertylakewa.gov

A Planning & Community Development Department staff member will call you upon completion of the permit processing. Please make checks payable to the City of Liberty Lake for the permit fee of \$77.00. Please call (509) 755-6708 if you have any questions.

HOME OCCUPATION PERMIT APPLICATION

APPLICANT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____ EMAIL: _____

HOME TAX PARCEL #: _____ ZONE: _____

BUSINESS NAME: _____

MAILING ADDRESS (if different from above): _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: _____ FAX NUMBER: _____

DESCRIBE BUSINESS ACTIVITY (specify product or services provided): _____

TOTAL SQ. FOOTAGE OF HOME (including garage if it is used as part of the business): _____

SQ. FOOTAGE OF HOME USED FOR BUSINESS: _____

WILL THERE BE ANY MODIFICATIONS MADE TO THE HOME FOR THIS BUSINESS: YES NO

IF YES, PLEASE EXPLAIN: _____

WILL THERE BE MORE THAN TWO (2) CUSTOMER VEHICLES PARKED AT THE RESIDENCE AT ANY ONE TIME: YES NO

IF YES, PLEASE EXPLAIN: _____

WHAT ARE THE PROPOSED HOURS OF BUSINESS OPERATION: _____

COMMENTS: _____

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of their knowledge under perjury under the laws of the State of Washington and upon permit approval; the business shall comply with the requirements as defined for a home profession or as outlined in a conditional use permit for a home industry.

Signature: _____

Date: _____

Please Note: A business license is also required for the City of Liberty Lake, please contact 755-6700 for information on obtaining a business license. Signage is limited to one (1) sign identifying the home profession that is a maximum of four (4) square feet, unlighted, and placed flat against the residence. Signage requires a sign permit that can be obtained from Planning & Community Development Department. **If your home is located in a PUD, please check your neighborhood covenants for any restriction, etc.**

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

BUSINESS NAME: _____

SITE ADDRESS: _____

NEIGHBORHOOD: _____

ACCORDING TO ZONE, IS THE ACTIVITY A HOME PROFESSION (ACCESSORY USE) ? YES NO

IS THE ACTIVITY A HOME INDUSTRY (CONDITIONAL USE) ? YES NO

ARE PROJECT PERMIT PROCEDURES REQUIRED ? YES NO

IS A BUILDING PERMIT REQUIRED ? YES NO

IS THE HOME LOCATED IN A PUD ? YES NO

PERMIT APPROVED PERMIT DENIED DATE _____ INITIALS _____

COMMENTS: _____

HOME OCCUPATION PERMIT FEE = \$ _____ FILE # _____